



**DEPARTMENT OF THE ARMY**  
Joint Forces Headquarters, Kentucky National Guard  
Office of the Adjutant General  
Boone National Guard Center, 100 Minuteman Parkway  
Frankfort, Kentucky 40601-6168

KG-AG (690-600)

1 March 2007

MEMORANDUM FOR All Members of the Kentucky Army and Air National Guard, Military Technicians and Civilian Employees

SUBJECT: (KYNG Log Number P07-007) Sexual Harassment

1. This policy memorandum supersedes KYNG Log Number P06-023.
2. It is my policy that all personnel should be able to enjoy a work atmosphere free from all forms of discrimination, including sexual harassment. Sexual harassment infringes on an individual's right to a comfortable work environment and is a form of misconduct that undermines the integrity of the employment relationship. No employee, male or female, military, technician or civilian, should be subjected to unsolicited and unwelcome sexual overtones or conduct, either verbal or physical, overt or subtle.
3. Sexual harassment refers to conduct which is offensive to the individual, harms morale and interferes with the effectiveness of our mission. Such conduct is prohibited. Sexual harassment is a form of sex discrimination that involves unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:
  - a. Submission to or rejection of such conduct is made either explicitly or as a term or condition of a person's job, pay or career, or:
  - b. Submission to or rejection of such conduct by a person is used as a basis for career employment decisions affecting that person, or:
  - c. Such conduct interferes with an individual's performance or creates an intimidating, hostile or offensive environment, or:
  - d. Any person in a supervisory or command position uses or condones implicit or explicit sexual behavior to control, influence or affect the career, pay or job of a military member, technician or civilian employee, or:
  - e. Any military member, technician or civilian employee that makes deliberate or repeated unwelcome verbal comments, gestures or physical contact of a sexual nature.

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4. It remains this Department's policy that sexual harassment is unacceptable conduct and will not be tolerated. Immediate disciplinary action will be taken against any employee engaging in sexual harassment. Such action may include suspension, change to a lower grade or removal.

5. Questions regarding this policy should be addressed to the State Equal Employment Manager, Human Relations/Equal Opportunity Officer (ARNG), or Military Equal Opportunity Officer (ANG). Any person who believes that he or she has been the victim of sexual harassment, or who has any knowledge of that kind of behavior, is urged to report such conduct immediately. The conduct should be reported to the chain of command through the following:

a. Sheila Lawson, State Equal Employment Manager, 100 Minuteman Parkway, Building 210, Frankfort, Kentucky 40601, DSN 667-1274 or (502) 607-1274

b. LTC Sharon Tyson, HR/EO Officer, Joint Forces Headquarters, Kentucky Army National Guard, DSN 667-1307 or (502) 607-1307

c. Capt. Rodney Boyd, MEO Officer, 1101 Grade Lane Building 800, Louisville, Kentucky 40213, DSN 741-4683 or (502) 413-4683.

6. In the event you feel that your concerns are not being adequately addressed, do not hesitate to bring any and all matters regarding sexual harassment in the workplace to my personal attention.

A handwritten signature in black ink, appearing to read "Donald C. Storm". The signature is fluid and cursive, with the first name "Donald" being the most prominent.

DONALD C. STORM  
Major General, KYNG  
The Adjutant General